

Hire – SELRES / Depot (Cape May)

Introduction This section provides the procedure for completing the accession of a member into the Coast Guard Reserve.

Procedure Follow these steps to complete the accession of a member into the CGR.

Step	Action
1	 <p>From the Portal Page, select Add a Person from the Accessions pagelet.</p>
2	 <p>Click the Add Person button.</p>

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Hire – SELRES / Depot (Cape May), Continued

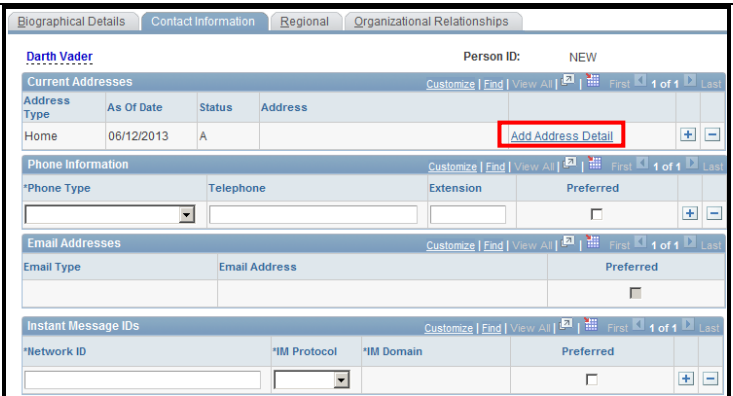
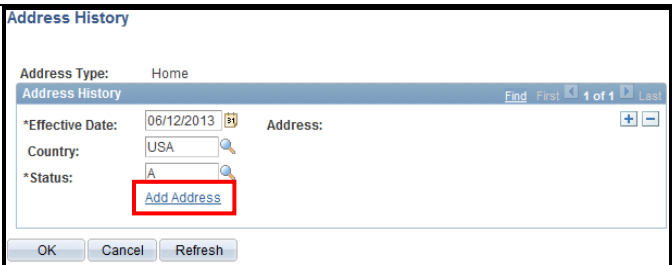
Procedure (continued)

Step	Action
3	<div data-bbox="284 304 836 598"> </div> <p>Enter member's complete name, when completed click the OK button. You will return to the Biographical Details Tab.</p>
4	<div data-bbox="284 693 1006 1291"> </div> <p>The Effective Date defaults to the current date. It may be edited to reflect the actual hire date. It cannot currently be future dated.</p> <ul style="list-style-type: none"> • Date of Birth: Enter the member's date of birth. • Birth Country: Defaults to USA, if incorrect, select the lookup and select the correct Birth Country. If selecting other than USA, other fields may be displayed. • Birth Location: City/Town of birth. • Gender: Click the dropdown and select appropriate gender. • Highest Education Level: Click the dropdown and select education level. • Marital Status: Click the dropdown and select applicable status. • Language Code: Click the dropdown and select English. • National ID: Enter the member's Social Security Number. <p>When completed, select the Contact Information Tab.</p>

Continued on next page

Hire – SELRES / Depot (Cape May), Continued

Procedure (continued)

Step	Action
5	<div></div> <p>The system defaults the first address as Home and the As Of Date is the date of hire.</p> <p>Select the Add Address Detail link.</p>
6	<div></div> <p>The effective date defaults to the current date and may be edited to reflect the correct date of hire. This date currently cannot be future dated.</p> <p>Select the Add Address link.</p>

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Hire – SELRES / Depot (Cape May), Continued

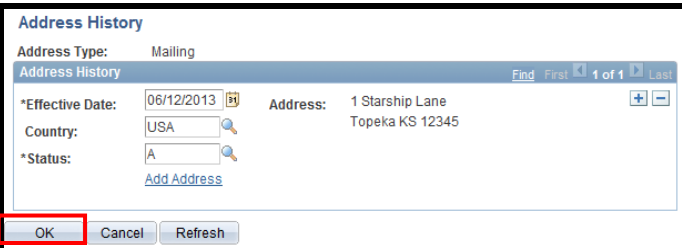

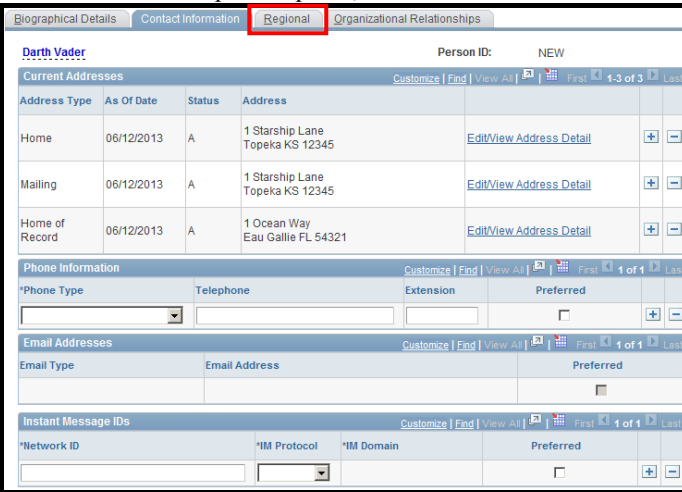
Procedure (continued)

Step	Action																
10	<div><div><div><div><div>Darth Vader</div><div>Person ID: NEW</div></div><div><div>Current Addresses</div><div>Customize Find View All First 1-2 of 2 Last</div><table><tr><th>Address Type</th><th>As Of Date</th><th>Status</th><th>Address</th><th></th></tr><tr><td>Home</td><td>06/12/2013</td><td>A</td><td>1 Starship Lane Topeka KS 12345</td><td>Edit/View Address Detail </td></tr><tr><td>Mailing</td><td></td><td></td><td></td><td>Add Address Detail </td></tr></table></div></div></div><div>Click the Address Type drop</div></div>	Address Type	As Of Date	Status	Address		Home	06/12/2013	A	1 Starship Lane Topeka KS 12345	Edit/View Address Detail	Mailing				Add Address Detail	
Address Type	As Of Date	Status	Address														
Home	06/12/2013	A	1 Starship Lane Topeka KS 12345	Edit/View Address Detail													
Mailing				Add Address Detail													
	down and select Mailing . Then click the Add Address Detail link.																
11	<div><div><div><div><div>Address History</div><div>Address Type: Mailing</div><div>Address History Find First 1 of 1 Last</div><div>*Effective Date: 06/12/2013 Address: </div><div>Country: USA </div><div>*Status: A </div><div>Add Address</div><div>OK Cancel Refresh</div></div></div></div><div>Click the Add Address link.</div></div>																
12	<div><div><div><div><div>Edit Address</div><div>Country: United States</div><div>Address 1: 1 Starship Lane</div><div>Address 2:</div><div>Address 3:</div><div>City: Topeka State: KS Kansas</div><div>Postal: 12345</div><div>County: Shawnee</div><div>OK Cancel</div></div></div></div><div>Enter Mailing Address. Address line 2 and 3 are not used. When completed, click the OK button.</div></div>																

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Hire – SELRES / Depot (Cape May), Continued

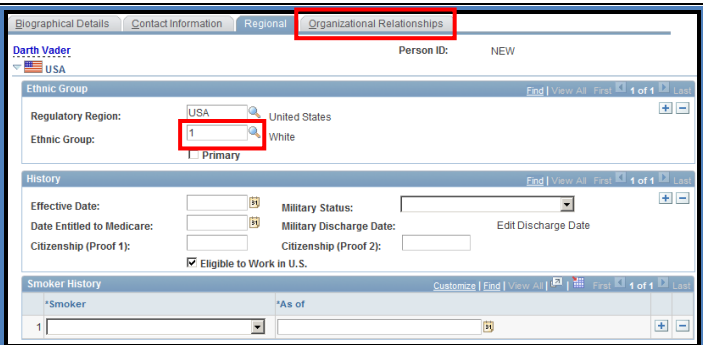
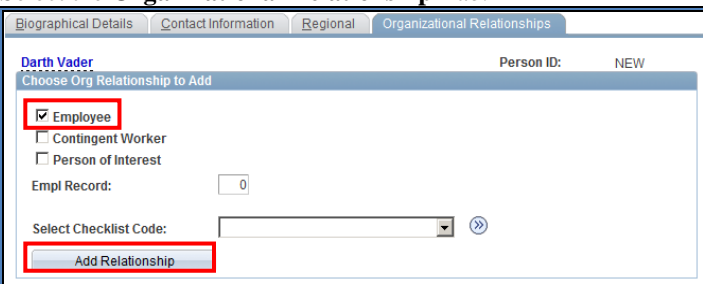
Procedure (continued)

Step	Action
13	 <p>The Mailing address will be listed as entered. Click the OK button.</p>
14	 <p>Click the “+” and repeat steps 10, 11 and 12 to enter a Home of Record as identified on the DD4.</p>
15	 <p>The Phone Information, Email Address and Instant Message IDs are left blank.</p> <p>Select the Regional Tab.</p>

Continued on next page

Hire – SELRES / Depot (Cape May), Continued

Procedure (continued)

Step	Action
16	 <p>Click the Ethnic Group lookup and select the appropriate category. If member claims other than one ethnic group, click the “+” button and add Hispanic or Non-Hispanic or for any additional group designation. All other data fields are left blank.</p> <p>Select the Organizational Relationship Tab.</p>
17	 <p>Check the Employee box, then click the Add Relationship button.</p> <p>The Employee ID number will be generated and you will automatically navigate to Job Data.</p>

Continued on next page

Hire – SELRES / Depot (Cape May), Continued

Procedure (continued)

Step	Action
18	<p>You should record the Employee ID number for future reference. If for any reason you do not complete this accession during this session, you use the Add Employee Instance link in the SPO pagelet. Enter the Employee ID number and you will be returned to member's Job Data. All previous Job Data entries will have been deleted and will need to be reentered. Do not use the Add Employee Instance if you had previously entered and saved Job Data. Any edits after initial save should be made using Modify a Person or Job Data links.</p> <p>Enter Reserve Class Code and Component Category as appropriate</p> <p>Effective date: Date of hire. Position Number: Enter the Position Number provided from Order Issuing Authority.</p> <p>Click the Override Position Data button.</p>

Continued on next page

Hire – SELRES / Depot (Cape May), Continued

Procedure (continued)

Step	Action
18 Cont	<p>Position Number: <input type="text" value="00095687"/> RESERVE UNBUDGETED POSITION</p> <p><input type="button" value="Use Position Data"/></p> <p>Position Entry Date: <input type="text" value="06/22/2013"/> </p> <p><input type="checkbox"/> Position Management Record</p> <p>*Regulatory Region: <input type="text" value="RSV"/> Reservists</p> <p>*Company: <input type="text" value="ACG"/> Active CG</p> <p>*Business Unit: <input type="text" value="ENLCG"/> Enlisted CG</p> <p>*Department: <input type="text" value="002817"/> RESERVE PERS MGMT</p> <p>Department Entry Date: <input type="text" value="06/22/2013"/> </p> <p>*Location: <input type="text" value="VA0323"/> PERSONNEL SERVICE CENTER</p> <p>Establishment ID: <input type="text" value="USCG"/> Active CG</p> <p>The Regulatory Region, Company, Business Unit, Department, Department Entry Date and Location will default to the information based on the position number entered.</p> <p>Click on the Job Information Tab.</p>

Step	Action
19	<p>Work Location Job Information Job Labor Payroll Salary Plan Compensation</p> <p>Darth Vader Empl ID: 1234567</p> <p>Employee Empl Record: 0</p> <p>Military Service:</p> <p>Job Information End Prev 1 of 1 <input type="button" value="Go To Row"/></p> <p>Effective Date: 06/22/2013</p> <p>Effective Sequence: 0 Action: Hire</p> <p>HR Status: Active Reason: Conversion Value</p> <p>Payroll Status: Active Job Indicator: Primary Job Current </p> <p>*Job Code: <input type="text" value="442095"/> Third Class Storekeeper</p> <p>Entry Date: <input type="text" value="06/12/2013"/> </p> <p>Supervisor Level: <input type="text" value="7654321"/> Luke Skywalker</p> <p>Supervisor ID: <input type="text" value="7654321"/> </p> <p>Reports To:</p> <p>*Regular/Temporary: <input type="text" value="Regular"/> *Full/Part: <input type="text" value="Full-Time"/></p> <p>Empl Class: <input type="text" value="SELRES"/> *Officer Code: <input type="text" value="None"/></p> <p>*Regular Shift: <input type="text" value="N/A"/> Shift Rate: <input type="text"/></p> <p>*Classified Ind: <input type="text" value="Classified"/> Shift Factor: <input type="text"/></p> <p>Standard Hours</p> <p>Standard Hours: <input type="text" value="160.00"/> Work Period: <input type="text" value="M"/> Monthly</p> <p>FTE: <input type="text" value="0.000000"/></p> <p><input type="checkbox"/> Adds to FTE Actual Count? <input type="checkbox"/> Encumbrance Override</p> <p>Contract Number</p> <p>Contract Number: <input type="text"/> <input type="button" value="Next Contract Number"/></p> <p>Contract Type: <input type="text"/></p> <ul style="list-style-type: none"> • Job Code: Default based on the Position Number previously entered. If member is being hired to a different Job Code (pay grade), click on the lookup icon and select the correct Code. • Supervisor ID: Enter the <u>Employee ID</u> for the CGHRSUP that will be approving the accession. • Employee Class: Click on the pull down menu and select the appropriate Class. In this example we selected SELRES. <p>All other fields are defaulted and / or left blank.</p> <p>Click on the Job Labor Tab.</p>

Continued on next page

Hire – SELRES / Depot (Cape May), Continued

Procedure (continued)

Step	Action															
20	<div> <div> Work Location Job Information Job Labor Payroll Salary Plan Compensation </div> <div> Darth Vader Employee Empl ID: 1234567 Empl Record: 0 </div> <div> Military Service: Labor Information Find First 1 of 1 Last Go To Row </div> <div> Effective Date: 06/12/2013 Effective Sequence: 0 HR Status: Active Payroll Status: Active </div> <div> Action: Hire Reason: Conversion Value Job Indicator: Primary Job </div> <div> Current </div> <div> Bargaining Unit: Labor Agreement: ENL Labor Agreement Entry Dt: 06/12/2013 Employee Category: Employee Subcategory: Employee Subcategory 2: Position Management Record </div> <div> Union Code: Union Seniority Date: Works Council ID: Labor Facility ID: Entry Date: <input type="checkbox"/> Stop Wage Progression <input type="checkbox"/> Pay Union Fee <input type="checkbox"/> Exempt from Layoff </div> <div> Reason: </div> <div> Assigned Seniority Dates Customize Find View All </div> <table border="1"> <thead> <tr> <th>Seniority Date</th> <th>Control Value</th> <th>Labor Seniority Date</th> <th>Override</th> <th>Override Reason</th> </tr> </thead> <tbody> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> </div>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE					AD PAY SCALE DATE				
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason												
ACTIVE DUTY BASE DATE																
AD PAY SCALE DATE																

Labor Agreement: Click on the lookup icon and select **ENL** (if not defaulted).
Labor Agreement Entry Dt: Will default to date of hire.
 Select **Employee Category** (SEL/IRR, etc.) as appropriate
 Select **Employee Subcategory** (TRAYPAY code) as appropriate
 Scroll to the bottom of the page and select **View All**.

Continued on next page

Hire – SELRES / Depot (Cape May), Continued

Procedure (continued)

Step	Action																														
21	<div> <div>Assigned Seniority Dates</div> <table border="1"> <thead> <tr> <th>Seniority Date</th> <th>Control Value</th> <th>Labor Seniority Date</th> <th>Override</th> <th>Override Reason</th> </tr> </thead> <tbody> <tr> <td>ACTIVE DUTY BASE DATE</td> <td></td> <td><input type="text"/> 31</td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>AD PAY SCALE DATE</td> <td></td> <td><input type="text"/> 31</td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>DEP DATE</td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>CMA DATE</td> <td></td> <td><input type="text"/> 31</td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> <tr> <td>DIEMS DATE</td> <td></td> <td><input type="text"/> 31</td> <td><input checked="" type="checkbox"/></td> <td><input type="text"/></td> </tr> </tbody> </table> <div>Recalculate Seniority Dates</div> </div> <p>Click on the Recalculate Senior Dates button to reset fields based on type of accession.</p> <p>Labor Seniority Dates:</p> <ul style="list-style-type: none"> • Active Duty Base Date: Leave blank • AD Pay Scale Date: Date of Enlistment Contract • DEP Date: Not applicable • CMA Date: enter date as appropriate from Chapter 3, PAYMAN • DIEMS Date: Date Initial Entry Military Service (any component) • RSV Drill Obligation Date: 6 years in a drilling status (SELRES) • Expected Loss Date: 8 years from DIEMS (minus 1 day) • Job Family Entry Date: Date of Enlistment Contract • Mil Obligation Completion Date: 8 years from original DIEMS date (minus 1 day) unless prior discharge authorized under an approved program (i.e. VOLSEP) • Pay Allowance Date: Date of Enlistment Contract • Points SWE Date: Date of Enlistment Contract • Pay Base Date: Date member departs on RSV IADT orders to Basic Training • Date of Rank: Date of Enlistment Contract • RSC Anniversary Date: Date of Enlistment Contract • RSC Eligibility Date: Date of Enlistment Contract • RSC Initiation Date: Date of Enlistment Contract • All other fields are left blank <p>Scroll back to the top of the page and click on the Pay Roll Tab.</p>	Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason	ACTIVE DUTY BASE DATE		<input type="text"/> 31	<input checked="" type="checkbox"/>	<input type="text"/>	AD PAY SCALE DATE		<input type="text"/> 31	<input checked="" type="checkbox"/>	<input type="text"/>	DEP DATE			<input type="checkbox"/>		CMA DATE		<input type="text"/> 31	<input checked="" type="checkbox"/>	<input type="text"/>	DIEMS DATE		<input type="text"/> 31	<input checked="" type="checkbox"/>	<input type="text"/>
Seniority Date	Control Value	Labor Seniority Date	Override	Override Reason																											
ACTIVE DUTY BASE DATE		<input type="text"/> 31	<input checked="" type="checkbox"/>	<input type="text"/>																											
AD PAY SCALE DATE		<input type="text"/> 31	<input checked="" type="checkbox"/>	<input type="text"/>																											
DEP DATE			<input type="checkbox"/>																												
CMA DATE		<input type="text"/> 31	<input checked="" type="checkbox"/>	<input type="text"/>																											
DIEMS DATE		<input type="text"/> 31	<input checked="" type="checkbox"/>	<input type="text"/>																											

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Hire – SELRES / Depot (Cape May), Continued

Procedure (continued)

Step	Action
22	<div><div>Work Location Job Information Job Labor Payroll Salary Plan Compensation</div><div><div>Darth Vader Employee</div><div>Empl ID: 1234567 Empl Record: 0</div><div>Military Service: <input type="text"/></div></div><div><div>Payroll Information</div><div>Find First 1 of 1 Last Go To Row</div><div>Effective Date: 06/12/2013 Effective Sequence: 0 HR Status: Active Payroll Status: Active</div><div>Action: Hire Reason: New Position Job Indicator: Primary Job</div><div>Current </div></div><div><div>*Payroll System: Global Payroll</div><div>Global Payroll</div><div>Pay Group: USCG STG USCG AD Staging Paygroup</div><div><div>Setting</div><div><input checked="" type="checkbox"/> Use Pay Group Eligibility <input checked="" type="checkbox"/> Use Pay Group Rate Type <input checked="" type="checkbox"/> Use Pay Group As Of Date</div><div>Holiday Schedule: <input type="text"/> Eligibility Group: <input type="text"/> Exchange Rate Type: <input type="text"/> Use Rate As Of: <input type="text"/></div></div></div></div> <p>Click the Pay Group lookup icon and select USCG STG (if not defaulted).</p> <p>Click on the Salary Plan Tab.</p>

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Hire – SELRES / Depot (Cape May), Continued

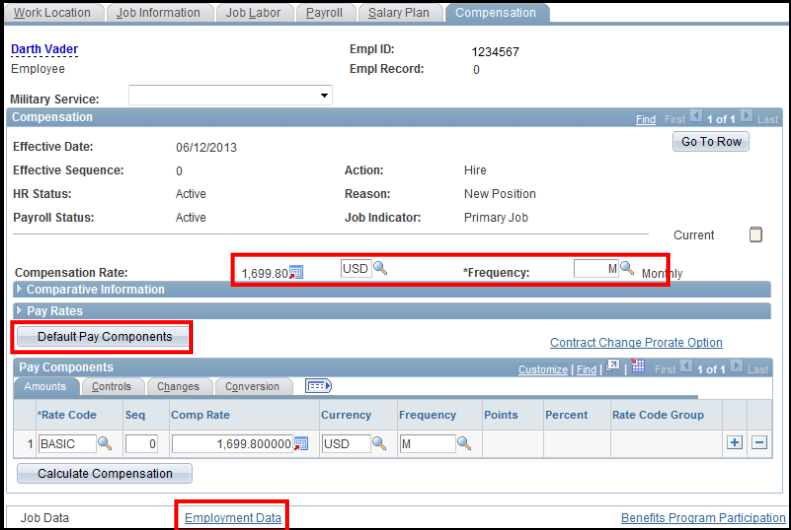
Procedure (continued)

Step	Action
23	<div><div><div>Work Location</div><div>Job Information</div><div>Job Labor</div><div>Payroll</div><div>Salary Plan</div><div>Compensation</div></div><div><div>Darth Vader</div><div>Employee</div><div>Empl ID: 1234567</div><div>Empl Record: 1</div><div>Military Service: <input type="text"/></div><div>Salary Plan</div><div>Find View All First 1 of 1 Last</div><div>Go To Row</div><div>Effective Date: 06/12/2013</div><div>Effective Sequence: 0</div><div>HR Status: Active</div><div>Payroll Status: Active</div><div>Action: Hire</div><div>Reason: New Position</div><div>Job Indicator: Secondary Job</div><div>Current</div><div><div><div>Rank: <input type="text"/></div><div>Worn Rank: <input type="text"/></div><div>Worn Rank Type: <input type="text"/></div><div>Skill Grade: <input type="text"/></div></div><div><div>Rank Entry Date: <input type="text"/></div><div>Grade Entry Date: 06/12/2013</div><div>Step Entry Date: 06/12/2013</div></div></div><div><div>Salary Admin Plan: ENL</div><div>Grade: E4</div><div>Step: 1</div><div><input checked="" type="checkbox"/> Includes Wage Progression Rule</div></div><div><div>Job Data</div><div>Employment Data</div><div>Benefits Program Participation</div></div></div></div> <div>Salary Admin Plan: Defaults based on the Position Number previously entered in the Job Information Tab. Grade: Defaults to Pay Grade based on Job Code entered on the Job Information Tab. If member is being accessed at a different grade, click the lookup icon and select the appropriate Grade. In this example E-4. Step: The step corresponds to a member's longevity for pay purposes. Click on the Step lookup icon and select the appropriate step. In this example 1 = less than 2 years of military service, then Tab. Step Entry Date: Will default to date of Hire. Click on the Compensation Tab.</div>

Continued on next page

Hire – SELRES / Depot (Cape May), Continued

Procedure (continued)

Step	Action
24	<div><p>Click on the Default Pay Components button. This will update the Compensation Rate data.</p><p>Click the Employment Data link.</p></div>

Continued on next page

Hire – SELRES / Depot (Cape May), Continued

Procedure (continued)

Step	Action
25	<div>Employment Information</div> <p>This is a view-only page and may be skipped.</p> <p>Click the Benefits Program Participation link.</p>

Step	Action
26	<div> <div> <div>Benefit Program Participation</div> <div> <div>Darth Vader</div> <div>Empl ID: 1234567</div> <div>Employee</div> <div>Empl Record: 0</div> </div> </div> <div> <div>Military Service:</div> <div>Benefit Status</div> <div>Benefit Record Number: 0</div> <div>Effective Date: 06/12/2013</div> <div>Effective Sequence: 0</div> <div>HR Status: Active</div> <div>Payroll Status: Active</div> </div> <div> <div>Action: Hire</div> <div>Reason: New Position</div> <div>Job Indicator: Primary Job</div> </div> <div> <div>*Benefits System: Base Benefits</div> <div>Annual Benefits Base Rate: USD</div> <div>Benefits Employee Status: Active</div> </div> <div> <div>Benefits Administration Eligibility</div> <div>BAS Group ID:</div> <div>Elig Fld 1:</div> <div>Elig Fld 2:</div> <div>Elig Fld 3:</div> <div>Elig Fld 4:</div> <div>Elig Fld 5:</div> <div>Elig Fld 6:</div> <div>Elig Fld 7:</div> <div>Elig Fld 8:</div> <div>Elig Fld 9:</div> </div> <div> <div>Benefit Program Participation</div> <div>*Effective Date: 06/12/2013</div> <div>*Benefit Program: ACG</div> <div>Currency Code: USD</div> <div>CG/NOAA Active Deduction Prog</div> </div> <div> Job Data Employment Data Benefits Program Participation </div> </div>

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Hire – SELRES / Depot (Cape May), Continued

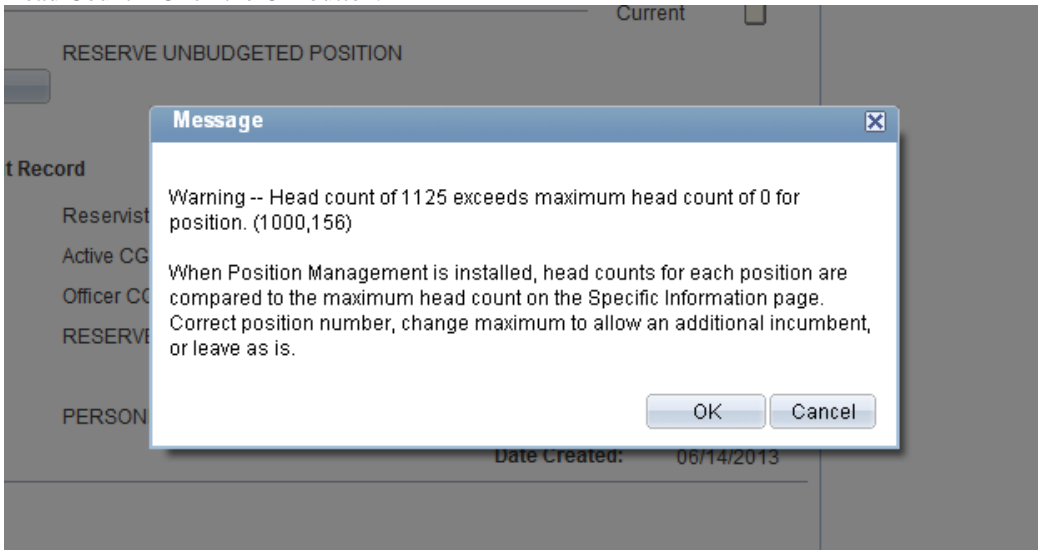
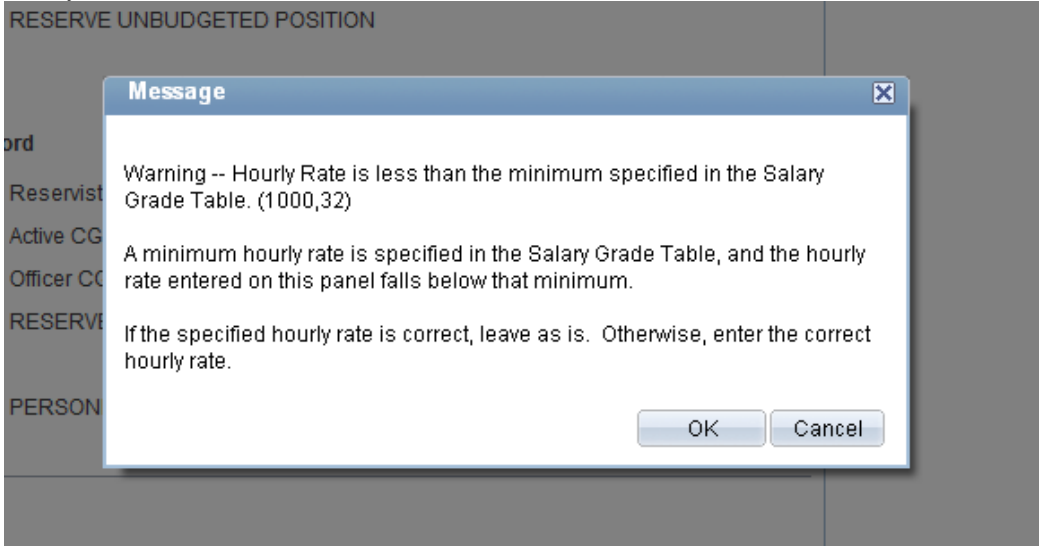
Procedure (continued)

Step 27		Action	
<div> <div>Work Location</div> <div>Find First 1 of 1 Last</div> </div>			
*Effective Date:	06/12/2013	<div>Go To Row</div> <div>+</div> <div>-</div>	
Effective Sequence:	0	*Action:	Hire
HR Status:	Active	Reason:	New Position
Payroll Status:	Active	*Job Indicator:	Primary Job
		Current	
Position Number:	00000033	SK-DUTY	
<div>Use Position Data</div>			
Position Entry Date:	06/12/2013		
<input type="checkbox"/> Position Management Record			
*Regulatory Region:	RSV	Reservists	
Company:	ACG	Active CG	
*Business Unit:	ENLCG	Enlisted CG	
*Department:	038220	LANTAREA (83)	
Department Entry Date:	06/12/2013		
*Location:	VA0035	CG LANTAREA	
Establishment ID:		Date Created: 04/29/2014	
Last Start Date:	04/29/2014		
Expected Job End Date:			
<div> <div>▼ Military</div> <div> <div>Reserve Class Code:</div> <div></div> <div>w/Svc Oblig not in another Cla</div> </div> <div> <div>Component Category:</div> <div></div> <div>Not Applicable</div> </div> </div>			
Job Data		Employment Data Benefits Program Participation	
<div> <div>Save</div> <div>Return to Search</div> <div>Notify</div> <div>Refresh</div> <div>Update/Display</div> <div>Include History</div> <div>Correct History</div> </div>			

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Hire – SELRES / Depot (Cape May), Continued

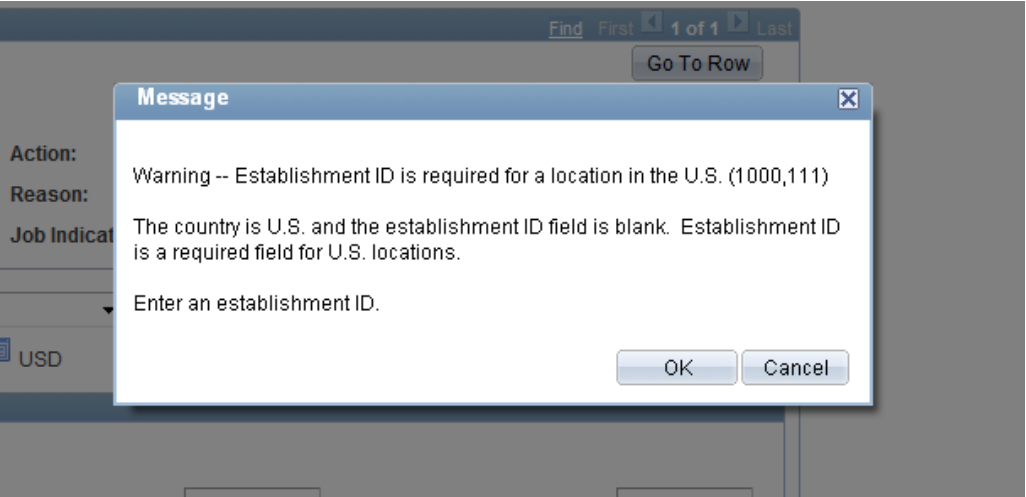
Procedure (continued)

Step	Action
28	<p>You will receive several “Warning” messages:</p> <p>Head Count – Click the OK button.</p>  <p>Hourly Rate – Click the OK button.</p> 

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Hire – SELRES / Depot (Cape May), Continued

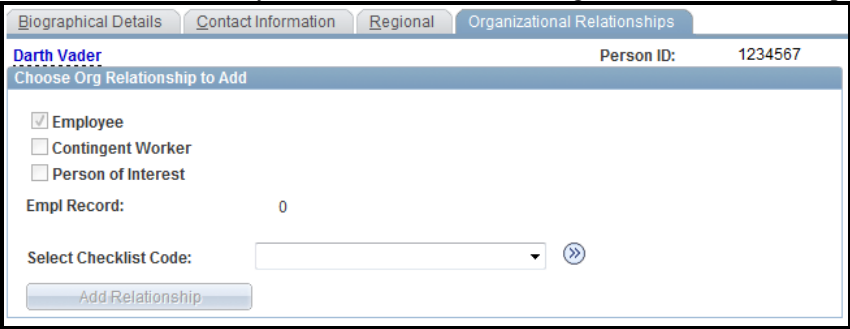
Procedure (continued)

Step	Action
29	<p>Establishment ID Click the OK button.</p> 

Continued on next page

Hire – SELRES / Depot (Cape May), Continued

Procedure (continued)

Step	Action
30	<p>After a successful Save you will be returned to the Organizational Relationships Tab.</p>  <p>The accession is now ready for review and approval</p>

Accession Approval

Introduction

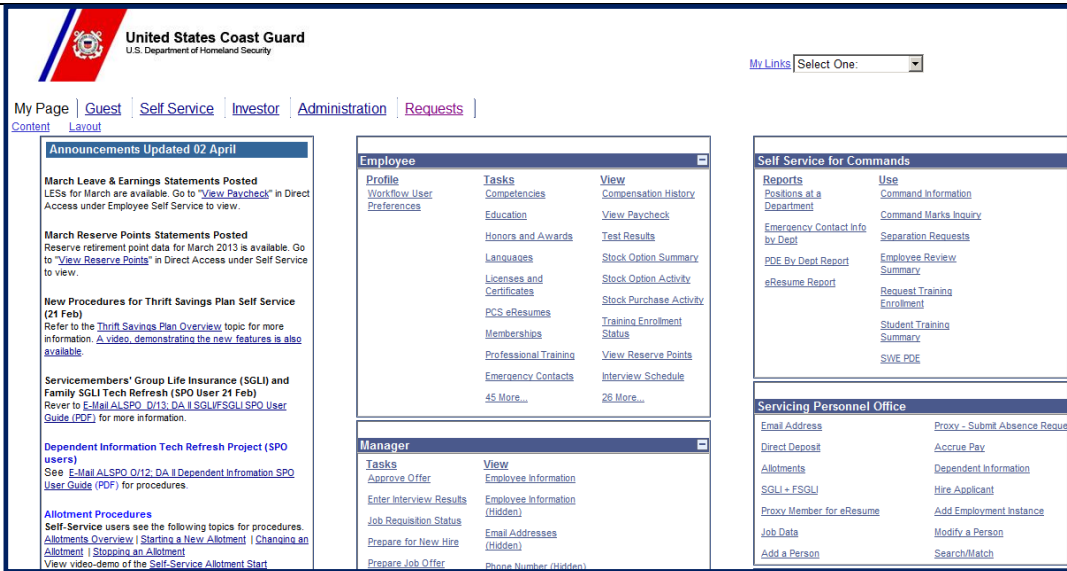
This section provides the procedure for approving an accession.

Discussion

SPO Auditor/PAO user access is required to approve an accession. The approver cannot be the same person who entered the accession.

Procedure

Follow these steps to approve an accession.

Step	Action
1	 <p>As approver you should review/audit the accession process prior to approval.</p> <p>From the Portal Page you click the Modify a Person and Job Data links for review/audit. Once you have completed review, follow the procedures below for approval.</p> <p>From the Portal Page, select Requests located at the top of the page.</p>

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action
2	<div><div><div><div><div>My Page</div><div>Guest</div><div>Self Service</div><div>Investor</div><div>Administration</div></div><div>Requests</div></div><div><div>Content</div><div>Layout</div></div><div><div>Requests<div><div></div><div></div></div></div><div><div>Submit an Absence Request</div><div>View My Absence Requests</div></div><div><div>Submit a Delegation Request</div><div>View My Requests (all types)</div></div><div><div>PHS Submit Retirement Docs</div></div></div><div><div>Request Reports<div><div></div><div></div></div></div><div><div>Absence Request Listing</div></div></div></div></div> <p>Click the View My Requests (all types) link.</p>

Accession Approval, Continued

Procedure (continued)

Step

3

Action

View My Action Requests

Sylvester Cat

1. 'My Submitted Requests' allows member to bring up only their Action Requests.

2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.

3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.

4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)

5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.

6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

My Submitted Requests

Requests I am Approver For

All Requests

Transaction Name:

All Transactions

Transaction Status:

Pending

Submission From Date:

BY

Submission To Date:

BT

Populate Grid

Refresh

Select the **Requests I am Approval For** radio button.

The Transaction Name and Transaction Status defaults for all pending transactions. You may click the drop down to narrow your search parameters.

Click the **Populate Grid** button.

4

View My Action Requests

Sylvester Cat

1. 'My Submitted Requests' allows member to bring up only their Action Requests.

2. 'Requests I am Approver For' allows approver to bring up only those Action Requests submitted to them.

3. 'All Requests' allows the approver to pull up their Action Requests and those submitted to them.

4. Transaction Name field allows user to select a particular transaction (i.e., Absence Request, Delegation, etc.)

5. Refresh button clears the grid and defaults it back to 'My Submitted Requests' and Transaction Status of 'Pending'.

6. Populate Grid button populates the grid based on what was selected for the radio button, Transaction Name, Transaction Status, and what was entered in the Submission From/Submission To Dates.

My Submitted Requests

Requests I am Approver For

All Requests

Transaction Name:

All Transactions

Transaction Status:

Pending

Submission From Date:

BY

Submission To Date:

BT

Populate Grid

Refresh

Customize Find View All First 1-5 of 5 Last							
Transaction Name	Status	Member	Member's Emplid	Submitted By	Approver	Submission Date	Approve/Deny
AccessionHire	Pending	Eusebio Pedroza	1234567	Mickey Mouse	Sylvester Cat	06/18/2013	Approve/Deny
AccessionHire	Pending	Brad Majors	1112223	Goofy Dog	Sylvester Cat	05/24/2013	Approve/Deny
AccessionHire	Pending	Janet Weiss	2223334	Daffy Duck	Sylvester Cat	05/23/2013	Approve/Deny

A listing of all accessions you have been identified for approval will be displayed.

Select Approve/Deny for the member you are approving.

Accession Approval, Continued

Procedure (continued)

Step	Action
5	<div><div><div><div><div>Action Request</div><div>Approval/SOD for Accessions</div><div>Darth Vader</div><div><ul style="list-style-type: none">Review hire data in the Request Information box.To approve a Hire Request, press the Approve button.To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.After a Hire Request has been approved, data will be pushed to DA 8.0.</div></div></div><div><div>Request Details</div><div>Employee ID: 1234567</div></div><div><div>Request Approvers</div><div>Approver: 7654321 Sylvester Cat</div></div><div>Comment: <input type="text"/></div><div><div>Approve</div><div>Deny</div></div></div><div><div>Accessions Hire Approval</div><div><div>Delegation Approval Process: Pending View/Hide Comments</div><div>One Approval level</div><div><div>Pending</div><div><div> Sylvester Cat</div><div>Initial Approve Action Request</div></div></div></div><div><div>Comment History</div><div>Mickey Mouse at 05/18/2013 - 2:55 PM</div><div>View History</div></div></div></div> <p>You can now either Approve or Deny the accession. You may enter any comments for the review by the person who submitted the accession for approval.</p> <p>Select either Approve or Deny.</p>

Continued on next page

Accession Approval, Continued

Procedure (continued)

Step	Action
6	<div><div><div><div><div>Action Request</div><div>Approval/SOD for Accessions</div><div>Darth Vader</div><div><ul style="list-style-type: none">Review hire data in the Request Information box.To approve a Hire Request, press the Approve button.To deny a Hire Request, enter a comment and press the Deny button. A Notification will be sent to the originator.After a Hire Request has been approved, data will be pushed to DA 8.0.</div></div></div><div><div>Request Details</div><div>Employee ID: 1234567</div></div><div><div>Request Approvers</div><div>Approver: 7654321 Sylvester Cat</div></div><div><div>Comment:</div><div></div></div><div><div>Approve</div><div>Deny</div></div></div><div><div>Accessions Hire Approval</div><div><div>Delegation Approval Process: Approved</div><div>One Approval level</div><div><div>Approved</div><div><div>✓</div><div>Sylvester Cat</div><div>Initial Approve Action Request</div><div>06/24/13 - 12:39 PM</div></div></div><div><div>Comment History</div><div>Mickey Mouse at 05/18/2013 - 2:55 PM</div><div>View History</div></div></div></div><div><p>If Approved, the Approve/Deny buttons will gray out after system saves the approval.</p><p>You can now click on the “X” at the top of the document to close this page and repeat the process for the next accession.</p></div></div>



Accessions – Contract Data

Introduction

This section provides the procedure for completing a contract of a SELRES Depot member.

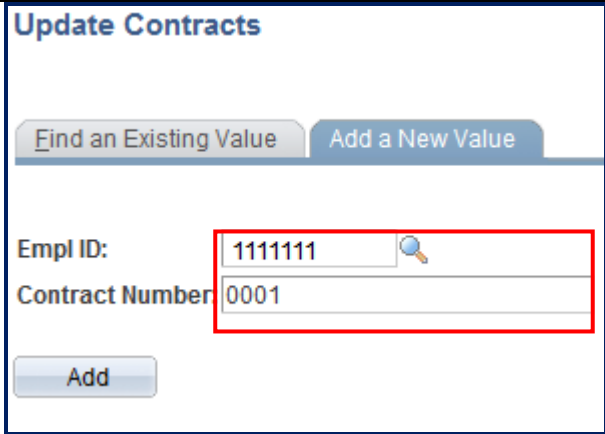
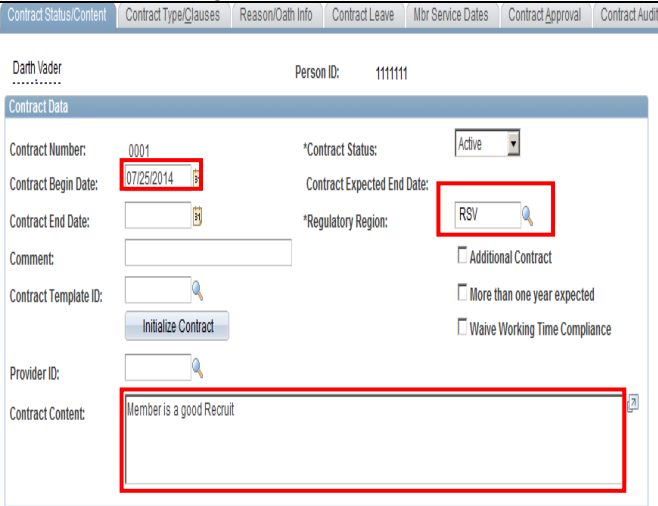
Procedure

Follow these steps to approve a contract

Step	Action
1	<div></div> <p>From the portal Page, navigate to Contract Data found on the Career Management pagelet</p>
2	<div></div> <p>Click on Add a New Value</p>

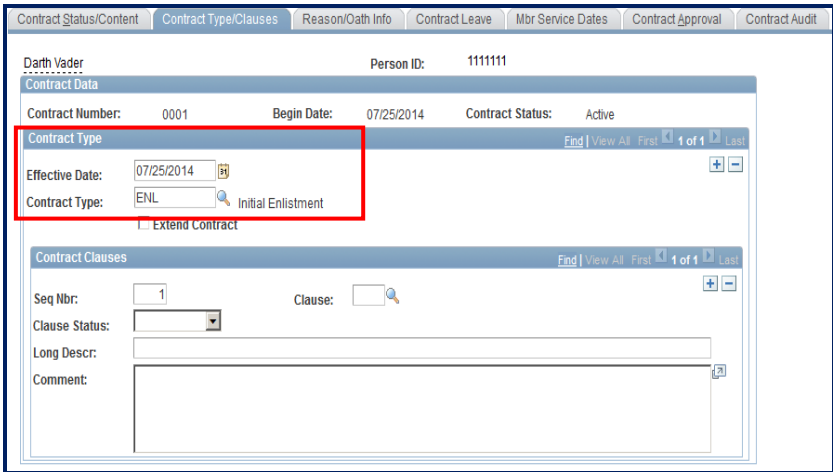
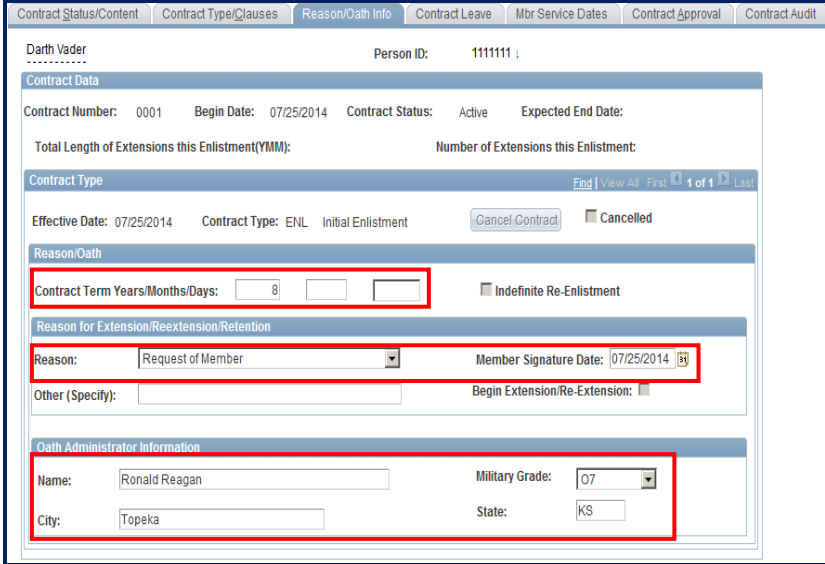
Continued on next page

Accessions – Contract Data, Continued

Step	Action
3	 <p>Enter EMPLID and Contract Number (First contract = 0001) Click Add You will be navigated to Contract Status/Content</p>
4	 <p>Contract Status/Content page will appear with Contract Number (in this case 001) Ensure Contract Begin Date is appropriate date Alter Regulatory Region to appropriate region (in this case RSV) <u>A Contract Content statement is required</u> Navigate to Contract Type/Clauses</p>

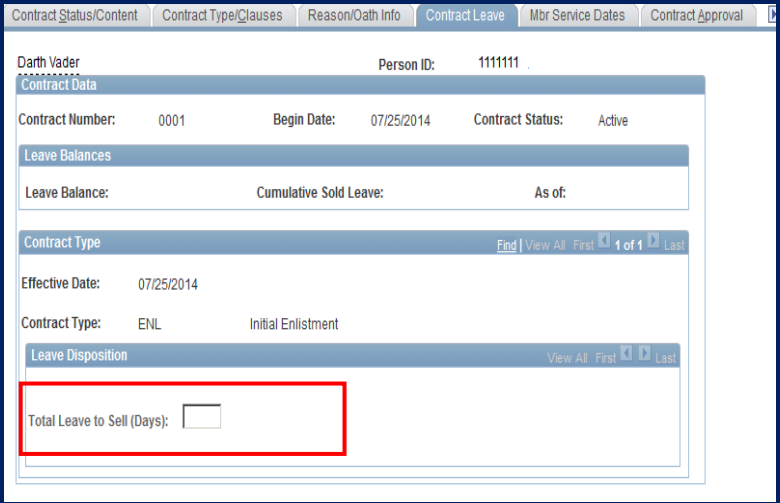
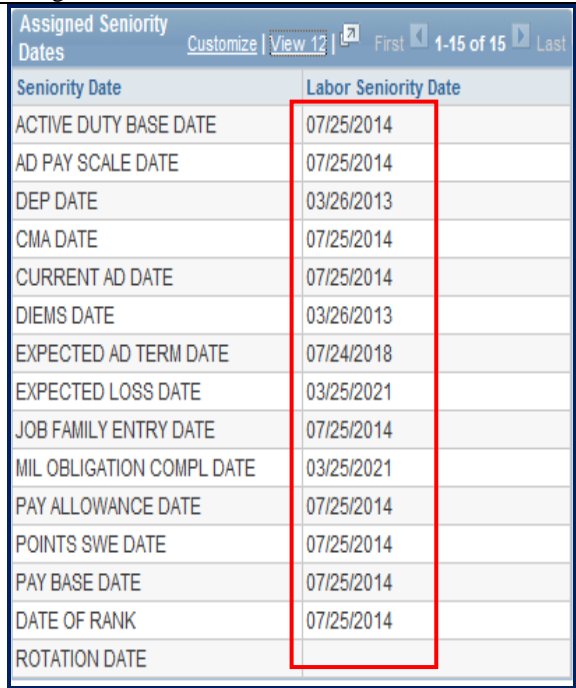
Continued on next page

Accessions – Contract Data, Continued

Step	Action
5	 <p>Enter appropriate Contract Type from the drop-down Effective date should default correctly Under Contract Clauses you may select Clause status (optional/required) and Enter any contractual specific comments Navigate to Reason/Oath Info</p>
6	 <p>Contract Term Years: Enter the number of whole years of the individual's enlistment.</p> <p>Select a Reason from the drop-down and Select Member Signature Date (date contract signed) Add Name of Oath Administrator and applicable Military Grade and City/State where contract was administered.</p> <p>Navigate to Contract Leave tab</p>

Continued on next page

Accessions – Contract Data, Continued

Step	Action
7	<div>  <p>Enter any leave to be sold Navigate to Mbr Service Dates</p> </div>
8	<div>  <p>Click View All on Assigned Seniority Dates Note: these dates should concur with dates set during the ACCESSION process; if not, return to Job Data and verify the dates entered during the ACCESSION process are entered correctly. Navigate to Contract Approval</p> </div>

Accessions – Contract Data, Continued

9

Contract Status/Content Contract Type/Clauses Reason/Oath Info Contract Leave Mbr Service Dates **Contract Approval**

Darth Vader Person ID: 1111111

Contract Data

Contract Number: 0001 Begin Date: 07/25/2014 Contract Status: Active

Contract Type Find | View All First 1 of 1 Last

Effective Date: 07/25/2014 Contract Type: ENL Initial Enlistment

Route for Approval

Approval Type:

Approver:

Dept of Approving SPO: 000210 CG AIRSTA DETROIT

Approval Status:

Approval Date:

Submit for Approval

Click on **Submit for Approval** and approval will be routed to **Approving SPO**

Contract Approval

Introduction

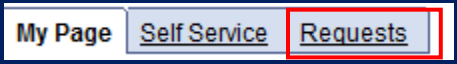

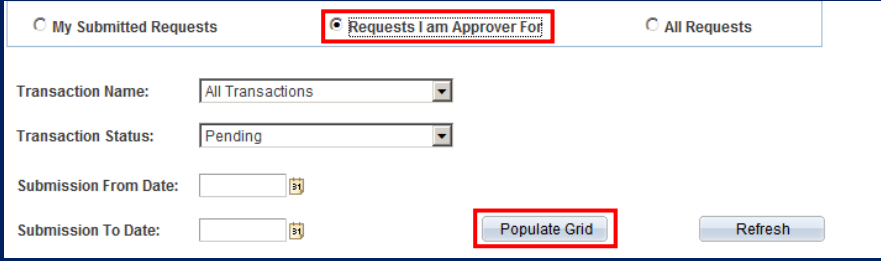
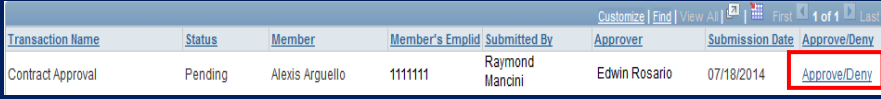
This section provides the procedure for approving a contract.

Discussion

SPO Auditor/PAO user access is required to approve a contract. The approver cannot be the same person who entered the accession.

Procedure

Follow these steps to approve a contract

Step	Action
1	 Approver should select Requests
2	 Select View My Requests (all types)
3	 Select Requests I am Approver For and Populate Grid
4	 Click on Approve/Deny

Contract Approval, Continued

Step	Action
5	<div><div><div><div><div>Contract Approval</div><div>Arguello, Alexis Bohorquez</div></div><div><div>1. Please verify the contract data and leave disposition information. 2. If Changes are needed, enter details about changes in the Comments field. 3. Click Approve or Deny button</div></div></div><div><div><div>Request Details</div><div><div>Contract Number: 0001Contract Type: ENL</div><div>Contract Status: AContract Effdt: 07/17/2014</div><div>Contract Begin Dt: 07/17/2014</div><div>Expected End Dt: 07/16/2022</div></div></div><div><div>Get Details</div></div><div><div><div>Request Information</div><div><div>Contract Term: 8 YearsMbr Signature Date: 07/17/2014</div><div>Reason: Request of MemberSRB Entitlement:</div><div>Num Extensions: 0EXT Tour Length:</div><div>Expect AD TermDt:Expected Loss Date: 07/16/2022</div><div>Leave Balance: 0Cumulative Sold: 0</div><div>Total Leave Sell:</div></div></div><div><div>Comment:</div><div></div></div><div><div>Approve</div><div>Deny</div></div></div></div></div><div>Enter comments and click Approve or Deny Note: selecting Deny returns contract to HRS user</div></div>
6	<div><div><div><div><div>Contract Approval</div><div><div>Contract Approval: Approved</div></div></div><div><div>One Level Approval</div><div><div><div>Approved</div><div>Edwin C. Rosario</div><div>✓</div><div>SPO Approvers Deptid</div><div>07/18/14 - 10:53 AM</div></div></div></div></div></div><div>Contract is approved. Member is fully Accessed into USCG</div></div>